
Guide For Filing Federal Civil Suits In The Northern District of Texas

For additional information, please contact the Clerk's Office at (214) 753-2200.

ITEM	REQUIREMENTS
CIVIL COVER SHEET	The original plus one copy for the press. (Please insert the county of the <i>first</i> plaintiff.)
SUMMONS	The original plus one for each party to be served. [Exceptions: original plus two for Insurance and Highway Commissions and the Secretary of State.]
COMPLAINT	<p>The original plus one copy for the Court (including exhibits) and one copy for each defendant to be served. Exceptions:</p> <ul style="list-style-type: none">• if service is to be made through the Insurance Commission, Highway Commission, or Secretary of State, <i>two copies per defendant are required</i>. [A \$40.00 check is required for each defendant served through the Secretary of State, payable to "Secretary of State," plus \$10.00 per defendant if a Secretary of State return of service is desired.]• if services is to be made on an agent or agency of the U.S. government or the United States of America is named, <i>one copy for the Attorney General and one copy for the United States Attorney's Office plus one copy for each named agency are required</i>. See <i>Guide for Filing Federal Suits Against the U.S. Government</i> for more information. <p>NOTE: All parties must be named in the style of the case on the complaint, notice of removal, or any other pleading initiating a suit; "et al" is not acceptable.</p>
SERVICE	See Amended Rule 4, F.R. Civ. P. The U.S. Marshal no longer serves summonses except for process served on behalf of the government, by order of the Court, and for <i>in forma pauperis</i> cases.
COURT FEES	<p>Regular Civil Suit. \$150.00 for each case (complaint or notice of removal).</p> <p>Habeas Corpus Case. \$5.00 filing fee.</p> <p>Appeal. \$105.00 (\$5.00 District filing fee and \$100.00 Fifth Circuit filing fee)</p> <p>Make checks payable to "<i>Clerk, U.S. District Court</i>". There are no fees for jury demands, counterclaims, etc.</p>
NOTICE OF REMOVAL	<p>Counsel must file the original plus one copy of the Notice of Removal, attaching copies of <i>all state court pleadings</i>. The notice should bear the U.S. District Court heading and should be styled in the same manner as the <i>original state court complaint</i>.</p> <p>A supplemental civil cover sheet must be provided with each Notice of Removal to expedite the case processing. See <i>Guide for Filing Notice of Removal</i> for more information.</p>